



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
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15 SEP 2008

IMEU-VIC-HRF

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 08-08, Policy on Central Processing Facility (CPF) Command and Control Relationship

1. This policy memorandum:

(a) Supersedes U.S. Army Garrison Vicenza Policy Memorandum 07-03, Policy on Central Processing Facility (CPF) Command and Control Relationship dated 9 Mar 2007.

(b) Prescribes the command and control relationship for personnel assigned to the Central Processing Facility (CPF). The CPF is a complex organization with a myriad of personnel assigned to various Directorates within United States Army Garrison (USAG) Vicenza. Although these personnel belong to the directorates, there needs to be mutual understanding that these personnel are accountable to the Chief, Central Processing Facility to insure the smooth operations within the CPF.

(c) Is in accordance with Army Europe Regulation 612-1, which highlights the CPF staff roles and responsibilities.

2. All personnel with staff functional work-centers within the CPF will continue to be assigned to their parent Directorate but will work under the oversight of the CPF manager. The CPF manager establishes the work-hours and allocates workspace. The CPF manager will be the primary supervisor for individuals assigned to work-centers that perform duties related directly to In and Out-Processing.

3. When ratings are due, the CPF manager will provide written input on performance evaluations and conduct to the raters and senior raters of Soldiers and Civilian employees assigned to the work-centers. CPF personnel will continue to receive technical guidance about their functional areas from their parent organization.

4. In general the hours of operation are from 09:00 to 16:00, to include remaining open during the lunch period. Any exceptions must be routed through the CPF Manager to the Garrison Commander for approval.

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5. Point of contact for further information is USAG Vicenza, DHR CPF Manager at DSN: 634-8706.



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